

Retention and Classification Report

Agency: Department of Administrative Services. Board of Trustees of the
Utah Navajo Trust Fund (2622)
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Records Officer Dorothy Phillips

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AGENCY: Department of Administrative Services. Board of Trustees of the Utah Navajo Trust Fund

SERIES: 27011

3

TITLE: Activity reports

DATES: 2008-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains reports documenting work productivity of employees. Includes key developments, pending decisions, upcoming events, as well as a highlight or key measurement illustrating employee or department productivity. May also include personnel issues.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 48.

AUTHORIZED: 11/18/2008

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until administrative need ends, whichever is first, and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Administrative Services. Board of Trustees of the Utah Navajo Trust Fund

SERIES: 27011

TITLE: Activity reports

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 (25)

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (2)(a),(d)

AGENCY: Department of Administrative Services. Board of Trustees of the Utah Navajo Trust Fund

SERIES: 27907

1

TITLE: As-built drawings

DATES: 1993-

ARRANGEMENT: None

DESCRIPTION:

As-built drawings and blueprints are retained for each building project that was funded through the Navajo Trust Fund.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Board of Trustees of the Utah Navajo Trust Fund

SERIES: 27915

1

TITLE: Asset lists

DATES: 1993-

ARRANGEMENT:

DESCRIPTION:

These are asset lists documenting the physical assets of the entity. The series specifically contains lists recording 120 sewing machines owned by the trust and the Shumway Collection. The Shumway Collection consists of Anasazi pottery and artifacts and is currently on loan to the Edge of the Cedars Museum.

RETENTION:

Retain Permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

APPRAISAL:

Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Board of Trustees of the Utah Navajo Trust Fund

SERIES: 27913

3

TITLE: audit reports

DATES: 1993-

ARRANGEMENT: chronologically

DESCRIPTION:

These are reports prepared by auditors for entities by examining and verifying the entities' activities for the year. Audits include a financial as well as a program audit. The program audit reviews whether projects funded were compliant with applicable laws and regulations.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 7.

AUTHORIZED: 03/21/2012

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Administrative Services. Board of Trustees of the Utah Navajo Trust Fund

SERIES: 27913

TITLE: audit reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Board of Trustees of the Utah Navajo Trust Fund

SERIES: 27909

1

TITLE: Blue Mountain Dineh files

DATES: 1993-

ARRANGEMENT: Alphabetically by subject matter

DESCRIPTION:

Blue Mountain Dineh refers to people who are eligible for Navajo Trust Fund benefits, but who do not live on the Navajo reservation. The reservation is divided into chapters which are geographical political units that manage their own records. However, because there is no comparable structure for people who do not live within these chapters, the Navajo Trust maintains records for the Blue Mountain Dineh.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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FORMAT MANAGEMENT:

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APPRAISAL:

Administrative

AGENCY: Department of Administrative Services. Board of Trustees of the Utah Navajo Trust Fund

SERIES: 27897

1

TITLE: Census records

DATES: 1993-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

Census records are created to establish eligibility for benefits under the Navajo Trust Fund, which is available only to Utah Navajos. Information in the census includes name, Social Security number, a census number for each individual, and family information, including names of parents, grandparents, and siblings. It also includes verification of residence in one of the Utah Navajo chapters.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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FORMAT MANAGEMENT:

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APPRAISAL:

Administrative Historical Legal

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Administrative Services. Board of Trustees of the Utah Navajo Trust Fund

SERIES: 27899

1

TITLE: Contracts and agreements

DATES: 1993-

ARRANGEMENT: Alphabetically by name of contracting party or topic

DESCRIPTION:

These are contracts and agreements which the Navajo Trust Fund Board made with outside vendors. The most important contracts relate to the Blue Mountain Apartments which the Trust manages in partnership with American Express and the funds annual agreement with DCFM. The trust contracts for landscaping and apartment management. Also included in this series are contracts for a cell tower lease, water use, land, and consulting.

RETENTION:

Retain permanently

DISPOSITION:

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RETENTION AND DISPOSITION AUTHORIZATION:

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APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Board of Trustees of the Utah Navajo Trust Fund

SERIES: 27898

1

TITLE: General accounting records

DATES: 1993-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document amounts paid for benefits from the Navajo Trust Fund. Information includes amount paid, vendor information. Funds are used for scholarships, housing, and other chapter projects.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Board of Trustees of the Utah Navajo Trust Fund

SERIES: 27910

1

TITLE: Grant files

DATES: 1993-

ARRANGEMENT: Each grant is arranged alphabetically

DESCRIPTION:

These are records of grants received from other entities. Grants have historically been received from the Navajo Nation-Capital Improvement Program, State of Utah-Olene Walker Housing Trust Fund, Utah Housing Corporation, federal government (USDA-Rural Development), Navajo Housing Authority (NAHASDA/Indian HUD), and the Daniels fund, a private foundation.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Board of Trustees of the Utah Navajo Trust Fund

SERIES: 27905

1

TITLE: Historical legal reports

DATES: 1993-

ARRANGEMENT: none

DESCRIPTION:

These historical reports include sections of Utah Code and case law (Bigman v. Utah Navajo Development Council, Sakezzie I & II v. Utah Indian Affairs Commission, Utah v. Babitt, United States vs. Jim, Pelt vs. Utah) that have been compiled to guide the administration of the Navajo Trust. The Nelson report and the 1991 legislative audit are part of this historical report. Utah Code [63-88(2008)] mandates that the Trust Fund Administrator read and become familiar with the materials in the historical report so that they will become familiar with issues addressed in previous litigation and will be able to administer the trust in a way that will mitigate future litigation.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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APPRAISAL:

Administrative Legal

AGENCY: Department of Administrative Services. Board of Trustees of the Utah Navajo Trust Fund

SERIES: 27905

TITLE: Historical legal reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Board of Trustees of the Utah Navajo Trust Fund

SERIES: 27904

1

TITLE: Management team meeting notes

DATES: 2008-

ARRANGEMENT: chronological by meeting date

DESCRIPTION:

A management team consisting of the director of administrative services, the director of the department of finance, and Utah Navajo Royalties Holding Fund (UNRHF) administrator, and governor's appointee assumed responsibility administering the Trust when the Navajo Trust discontinued funding new projects in 2008. This body does not approve any projects, but is only tracking grants that were previously approved. Minutes are not officially approved, but notes are kept that summarize the team's discussion. The state created this interim organization to manage the fund until congress appoints a new trustee. The team's function is to protect the funds' assets. The team is continuing to approve new scholarships paid for by the royalties fund.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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APPRAISAL:

Administrative

AGENCY: Department of Administrative Services. Board of Trustees of the Utah Navajo Trust Fund

SERIES: 27904

TITLE: Management team meeting notes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Board of Trustees of the Utah Navajo Trust Fund

SERIES: 27912

1

TITLE: Maps

DATES: 1993-

ARRANGEMENT: Chronological by creation date

DESCRIPTION:

Chapter maps have been created to identify the location of chapter boundaries, and the location of all homes within each chapter. These maps are used to document the locations where people live which ensures their eligibility for Navajo Trust benefits. The maps are updated periodically. Separate maps have been created for each of the seven chapters.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Board of Trustees of the Utah Navajo Trust Fund

SERIES: 27901

1

TITLE: Navajo Revitalization Fund Board booklets

DATES: 1998-

ARRANGEMENT: chronological by meeting date

DESCRIPTION:

The Revitalization Fund Board holds monthly meetings to determine which of the proposed projects should be approved. These records are not the primary responsibility of the Utah Navajo Royalties Holding Fund, however they keep these records. The NRF board consists of five members: 2 county commissioners; a governor's appointee; a rotating member from one of the Utah Navajo chapters; and the chair of the Utah Navajo Commission. Books include agenda, summary of discussion, and copies of the proposals under consideration, along with correspondence and other supporting documents. Books include resolutions for approved proposals. The books also include invoices, and copies of checks sent to pay for previously approved projects. Books include separate sections for each project discussed, a table of contents, and a record of how members of the board voted on each project.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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FORMAT MANAGEMENT:

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AGENCY: Department of Administrative Services. Board of Trustees of the Utah Navajo Trust Fund

SERIES: 27901

TITLE: Navajo Revitalization Fund Board booklets

(continued)

APPRAISAL:

Administrative Fiscal Historical Legal

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Board of Trustees of the Utah Navajo Trust Fund

SERIES: 27906

1

TITLE: Oil and gas royalty files

DATES: 2006-

ARRANGEMENT: Chronological

DESCRIPTION:

Information in these files originates with the oil and gas companies that pay royalties into the Navajo Trust fund. Approval of these royalties is approved by Minerals Management Service (MMS), the Navajo Nation, and the Bureau of Indian Affairs. The Navajo Nation gets the final report at the time moneys are transferred into the Navajo Trust Fund account. These reports are checked against numbers provided to by the Utah Division of Oil, Gas, and Mining to ensure accuracy of royalty payments. These files include Trust Fund deposit information, details of royalty payments, and reconciliations.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

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APPRAISAL:

Administrative Fiscal

AGENCY: Department of Administrative Services. Board of Trustees of the Utah Navajo Trust Fund

SERIES: 27906

TITLE: Oil and gas royalty files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected

AGENCY: Department of Administrative Services. Board of Trustees of the Utah Navajo Trust Fund

SERIES: 27911

1

TITLE: Photographs

DATES: 1992-

ARRANGEMENT: Alphabetical by project name

DESCRIPTION:

Photographs of projects funded by the Navajo Trust Fund. These photos document the progress or completion of projects funded by the trust.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Board of Trustees of the Utah Navajo Trust Fund

SERIES: 27900

1

TITLE: Project files

DATES: 1993-

ARRANGEMENT: Alphabetical by project name

DESCRIPTION:

Project files are maintained to document all aspects of projects that are approved for funding through the Navajo Trust Fund and Navajo Royalties Fund. Included in the files are original proposals with supporting documents, archeological reports, homesite leases (land titles), purchasing documentation, receipts for expenditures, budgets, advertisements, specifications, final inspections, information about utilities, contracts, information about funding partners, photographs, and other documentation. The Trust has funded fifteen major projects and hundreds of small housing projects.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

APPRAISAL:

Administrative Fiscal Historical

AGENCY: Department of Administrative Services. Board of Trustees of the Utah Navajo Trust Fund

SERIES: 27900

TITLE: Project files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Administrative Services. Board of Trustees of the Utah Navajo Trust Fund

SERIES: 27908

1

TITLE: Project related files

DATES: 2006-

ARRANGEMENT: chronological

DESCRIPTION:

These files contain information about issues or complications that arose in the administration of projects funded by the trust funds. Information includes land disputes, project adjustments, correspondence, and conflict resolution between clients and contractors.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Protected

AGENCY: Department of Administrative Services. Board of Trustees of the Utah Navajo Trust Fund

SERIES: 27908

TITLE: Project related files

(continued)

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Department of Administrative Services. Board of Trustees of the Utah Navajo Trust Fund

SERIES: 27914

1

TITLE: Student scholarship files

DATES: 1993-

ARRANGEMENT:

DESCRIPTION:

This series contains records that are used to administer student scholarships. Files contain the initial application for funding as well as a consent form providing the Utah Navajo Royalties Holding Fund (UNRHF) permission to access student financial aid information through the Office of Navajo Nation Scholarship and Financial Assistance (ONNSFA). The files also include student transcripts, census information confirming the applicants eligibility, and additional supporting documentation.

RETENTION:

Retain Permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

APPRAISAL:

Administrative

AGENCY: Department of Administrative Services. Board of Trustees of the Utah Navajo Trust Fund

SERIES: 27914

TITLE: Student scholarship files

(continued)

PRIMARY CLASSIFICATION:

Exempt CFR 99 FERPA

SECONDARY CLASSIFICATION(S):

Private